



JOB ANNOUNCEMENT

Contractual Position – No Benefits

Position Title: Administrative Specialist III (FTE 022)

Salary Range: Hourly Rate: \$15.21 - \$23.78
Hiring Range: \$15.21 - \$19.40

Closing Date: July 23, 2010

Position Duties: The Maryland State Retirement Agency has a vacancy located in the Benefits Processing – Retirement Unit at 120 E. Baltimore Street for an Administrative Specialist III. The primary responsibilities of this position include preparation and review of various retirement application and retirement estimate worksheets, preparation of estimate and retirement application batches for submission to data entry, tracking retirement estimates and applications received via MS Access, preparing correspondence to return deficient forms and to inform retirees of benefit changes and assisting with mailing of estimates.

Minimum Qualifications:

Education: Completion of 60 credit hours at an accredited college or university.

Experience: Two years of experience in administrative or professional work.

- Notes:**
1. Applicants may substitute a bachelor's degree from an accredited college or university for the required education and experience.
 2. Applicants may substitute experience as defined above for the required education at the rate of one year experience for 30 credit hours of education, for up to 60 credit hours of the required education.

Due to the confidential nature of the work selected candidates must undergo and pass a background check.

Application Process: Send a Maryland State application (MS-100) to: Maryland State Retirement Agency, Attn.: Administrative Specialist III, FTE 022, Office of Human Resources, 120 East Baltimore Street, Baltimore, Maryland 21202 or careers@sra.state.md.us by close of business July 23, 2010. Applications may be obtained from www.dbm.maryland.gov, under Job Seekers or by calling 410-625-5539. Resumes are not accepted and will not be

substituted for any part of the application. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application. Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service.

Equal Opportunity Employer